

5 NO. 1984

OP NOTICE NO. 20-84-6

29 October 1984

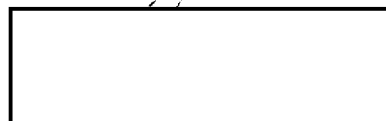
OFFICE OF PERSONNEL NOTICE

SUBJECT: Staffing During Weather Emergencies - Office of Personnel

1. It is necessary that certain essential functions and services not be interrupted when a general closing of federal offices is declared due to hazardous weather conditions and that personnel be designated to report for duty under such circumstances to provide emergency staffing.

2. The Office of Personnel will be staffed under such conditions to provide the following vital services: (a) take necessary action in employee emergency cases, (b) respond to urgent questions about the status of employees, (c) process overseas travelers, (d) accommodate out-of-town applicants, and (e) respond to requirements of the Office of the Director of Central Intelligence.

3. A list of the individuals who are expected to report for duty in their respective offices is attached. Please be reminded that this is a bare-bones list. We expect each Office of Personnel employee to make a specific judgment regarding his or her ability to report for work when a weather emergency develops during nonworking hours, regardless of media announcements, and to make a good faith effort to report to work without endangering themselves or others. Employees unable to report to work are required to telephone their supervisors to account for their whereabouts.



Robert W. Magee
Director of Personnel

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Attachment:
Staffing Duty Roster

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